

## NEW RESIDENTIAL HOMES

Single-family dwellings are the most common residential dwellings found within the Town of Bedford. New dwellings must comply with the most current building and applicable codes to ensure a safe and comfortable living environment.

Below is information to help you through the permit approval process.



## PERMITS REQUIRED

- **Building Permit**
- **Electrical Permit**
- **Plumbing / Gas Permit**

## BEFORE OBTAINING A PERMIT

### Reviews and Approvals

- **Zoning Review** is required to determine if the new dwelling complies with the minimum requirements outlined in the Bedford Zoning Bylaw including but not limited to setbacks, lot size, frontage and other criteria . If the new dwelling does not comply with the zoning bylaw requirements then modifications must be made in order to comply or the applicant must seek relief through the Zoning Board of Appeals.
- **Conservation Review** is required to determine if the new dwelling is within the Conservation Commission's jurisdiction. If it is determined that the new dwelling must go before the Conservation Commission for review and/or approval then this process must be completed prior to the issuance of the building permit.
- **Historic District Commission Review** is required when the subject property is located within the Historic District and the new dwelling can be seen from a public way. If review/approval is required then this process must be completed prior to the issuance of the building permit.
- **Department of Public Works Review/Sign-off** is required when the new dwelling will be tied into the Town's public sewer system and will be using the Town's water supply. *Prior to submitting your building permit application*, the DPW representative will be required to initial and date the appropriate box located in the

upper left-hand side of the front page of the building permit application.

- **Board of Health Review/Sign-off** is required when the new dwelling will be tied into a properly designed septic system and/or will be using an artisan well as its primary water supply. *Prior to submitting your building permit application*, the Health Inspector will be required to initial and date the appropriate box located in the upper left-hand side of the front page of the building permit application. *\*\*\*Please be advised that if the Town's public sewer system is available then the Board of Health is mandated to require the dwelling to be tied into the public sewer system\*\*\**
- **Fire Department Review/Sign-off** is required to review all life-safety systems required by code such as smoke, heat and carbon monoxide detectors within the new dwelling. *The Building Official will be responsible for forwarding all pertinent information and plans to the Fire Department.*

## OBTAINING A PERMIT

### Minimum Submission Requirements

- **Building Permit Application** and all supplemental information, including license and insurance information, completed in its entirety and signed by the authorized agent (contractor) and the owner of the property. If the owner of the property is securing the permit then the *Homeowner Waiver* portion of the application must be filled out indicating that they will be responsible for the work associated with the permit.
- **Certified Plot Plan** stamped by a registered land surveyor or civil engineer. The plot plan must be a minimum scale of 1" = 20' and show the new dwelling as it relates to all property lines, street lines and other structures on the property. The plot plan will also be required to show any and all easements, covenants, deed restrictions, flood plain delineations and grade elevations to ensure compliance with [section 5401.3](#) of the MA Building Code.
- **Building Plans** must be submitted in triplicate on a minimum sheet size of 24x36 inches (no pencil) with a minimum scale of 1/4 inch = 1 foot (all dimensions must be shown).

*\*\*\*\*Please be advised that if there are unique circumstances involving any given project or unique framing methods are being used then the Building Official reserves the right to require additional information beyond the minimum requirements to be submitted in order to ensure compliance with the Massachusetts Building Code, 780 CMR and/or any other applicable agency\*\*\*\**

### Plans must show the following information:

***Foundation/Footing Details*** (minimum required depth of foundation is 48")

showing size, depth and width of all footings and foundation walls.

**Framing Plan** (*bird's-eye view*) showing size, spacing and length of all joists, studs, posts and beams and type of materials being used to assemble the structure including framing of floors, ceilings and roofs. If engineered lumber or steel beams are used then additional design calculations from a registered design professional will be required.

**Framing Section Details** (side view) showing cross-sections of foundation, wall and roof systems, stairways, ceiling heights, wind-bracing details, etc.

**Attachment Details** such as attachment to foundation, post to beam connections, plate to rafter connection, connections to wind-bracing wall panels, etc.

**Floor Plan** showing layout of each floor area including walls, doors, stairways, windows and rooms. Each room/space will be clearly mark as to its proposed use (i.e. living room, family room, kitchen, study, bathroom, etc.)

**Energy/Insulation Details** showing compliance with the most recent energy code requirements. Information to include but not limited to, R-value of all insulation material, U-factor for all windows, mechanical system design criteria, duct and pipe insulation, lighting fixture schedule, etc. The [REScheck](#) software program may be able to assist you in acheiving code compliance.

**Elevation Drawings** showing height of structure, grade elevations and all window and door openings.

**\*\*\*IMPORTANT NOTE\*\*\* Prefabricated/Manufactured Dwelling Units** will be required to comply with the *Manufactured Buildings* provisions outlined in Appendices 120.L of the MA building code, 780 CMR. Under these provisions a Licensed Construction Supervisor is required to secure the building permit.

The submitted information is reviewed by the Building Official. While some dwellings may be more complex than others, typically the plan review for a new single-family dwelling is 14 to 21 days. If clarification or more information is needed then the Building Official will contact the licensed contractor or homeowner (if they are securing the permit) which may prolong the issuance of the permit.

A building permit for a new dwelling is issued in a two-phase process. Once the initial plan review is complete, the Building Official will issue a *Foundation Permit*. This will allow the contractor/owner to install the foundation **only**. During the installation of the foundation required inspections will be made by the Building Official to ensure code compliance. Once the foundation is installed you will be required to submit a certified *as-built* plot plan showing the exact location of the foundation as it relates to the lot's property lines, easements, etc. This allows the Building Official to verify that the foundation has been installed in accordance with the approved plans and that it complies with the minimum zoning setback requirements and any other conditions that may apply.

**\*\*\*IMPORTANT NOTE:** If the foundation was inadvertently located so as not to comply with the minimum setback requirements or violates any other conditions that may apply then the *Building Permit* to build the structure will not be issued. The contractor/owner will be required to correct the issue which may include removing a portion of the foundation or

seeking relief through the Zoning Board of Appeals process. If additional conditions were required by other department and/or commissions (i.e. Conservation, Historic District, Planning Board, etc.) then you will be required to appear before the respective department/commission to seek relief. Once all issues have been resolved, the Building Official will release the Building Permit to allow construction of the dwelling.\*\*\*\*

When the *foundation* permit is ready, the licensed contractor or owner will be contacted by our staff to notify them that the permit is ready to be picked up and the permit fee amount required to release the permit. When the certified as-built plot plan has been submitted and approved by the Building Official then the *building* permit will be released.